WiSACWIS Release   3.3   Template Notes

Report Count: 25

Template Formatting

INCIDENT	*FUNCTIONALITY*	*NOTES*
2240	Permanency Plan TPR/Guardianship Form	State Letterhead will now print on the template for State and Milwaukee workers.
2605	IA Narrative Template	IA Narrative Template was modified to display the times correctly on the template whether AM or PM. The template was also updated to not include the seconds as part of the time.
2653	Spell check not working for PS Rpt Narr. Template	Spell Check works on the PS Report Narrative via Help -> Spell Check and the hot key (Ctrl + L).
3016	BMCW Recommendation for Adoption CFS-2222	This Template has been standardized and a few things modified so the vendor now handling adoptions in Milwaukee county can use this template.
3020	BMCW Report to the court Adoption Investigation	This template has been standardized (CFS-2225-40) Please note the following: 1. The is a bookmark in the first paragraph for the vendor to enter name 2. In static text where there are multiple options, such as he, she, they you will see dropdowns so you can select the correct option this is also true in the date lines for the suffixes after the day (st, nd, rd, th). 3. At the bottom of the document there is a field titled SIGNATURE-Program Manager. If this is not applicable the user can delete the words so they do not print. If it is applicable the user needs to use the shift key and the underline key to create the line before printing, otherwise just the field name will print with no line.
3021	BMCW Petition for Adoption CFS 2224	This form has been standardized. 1. There are some fields that had multiple options, such as: he/she/they and they are now dropdown values where the user selects the correct options. 2. Also the child's adoptive name is now user
3023	BMCW Order for Adoption CFS-2227	This template has been standardized.

3038	Safety Services Staffing Results	The Safety Services Staffing Results template displays the statewide version for Sheboygan and Waushara counties.
3122	Multiple templates	The template number format is CFS-XXXX - XX. The XX will be the two digit county code. If there is no county code, it is a statewide version.

Report of Adoption (HCF-5022)
1. The new version (10/01) has been added to WiSACWIS.
2. In Part II the Father and Mother information are now user entered. Since WiSACWIS does not require the sex of Parent 1 or 2, it is impossible to systematically determine if Parent 1 is Mother or Father.
3. The Middle Name fields are user entered so the entire middle name can be added.

Safety Services Staffing Results (CFS-2137)
1. This form now has a BMCW and a Statewide version.
2. On the BMCW version the form number has moved to the bottom of the form and the note at the bottom is in a bookmark so it can be deleted if not applicable.
3. On the Statewide version the BMCW heading was removed and the form number moved to the bottom of the form. The note at the bottom is in a bookmark so it can be deleted if not applicable.

Revocation Letter (CFS-2237)
1. This template has been standardized and given a form number.
2. The Milwaukee version has form number CFS-2237-40.

Request for Emergency Detention or Pick-up Order (CFS-2071)
1. This form has been standardized and some enhancements were added.
2. In the Family Composition section there is a drop down bookmark to select child or children.
3. Father's address is now captured.
4. In Item 6 there are drop down bookmarks to select is or are and child or children.
5. In the Worksheet section there are drop down bookmarks in item 1 for parent or parents and child or children.
6. In item 5 there are numerous drop down bookmarks to select the correct options.

7. In item 7 there is a user entered bookmark to add any pre-WiSACWIS PS reports.

8. The CPS reports that prefill now prefill per CPS referral and not allegation. The allegation no longer prefills so the user can enter complete information on the CPS referral. This allows the DA to have complete information before going to court. This is approx a 5k character bookmark.

9. There is also a user entered bookmark after the CPS referrals so the user can add any other additional information.

10. It is important to know that once this template is launched if any additional CPS reports were linked to the case, they would not appear on the template. You would need to create a new template to capture any additional CPS reports.

Report of Alleged Maltreatment (CFS-2055)--Version with the check boxes.

1. The workers phone number is now only in the last sentence and no longer after the worker name and title, by the signature area.

Rights to Hearing Notice (CFS-2231)

1. BPP has updated this letter and given it a form number. This applies to Statewide and Milwaukee.

2. This can be used for multiple children/victims and the names are user entered.

3.The form mentioned in the letter is whatever form is currently used by the county for a maltreater to appeal.

4. The Milwaukee version has form number CFS-2231-40.

5. The Waushara version was not updated to the new letter, however the form number is CFS-2231-69

6. On all versions of the template, the date format is January 1, 2002. You can type in the date as 01/01/2002 and then 'tab' out of the field so it reformats. If you do not hit tab and hit enter, the year will chop off.

Record of Adoption (CFS-139).

1. The latest version of the form has been added to WiSACWIS.

| 3141 | New Juvenile Justice template | The 'Juvenile Justice Face Sheet' CFS-2235-27 template was added to WiSACWIS by Jackson County. This template can be accessed Statewide via Create -> Case Work-> Administration. |

3153	New Youth Level of Service JJ template	The 'Youth Level of Service Case Management Inventory' CFS-2232-10 Juvenile Justice template was added to WiSACWIS by Clark County. This template can be accessed Statewide via Create -> Case Work -> Administration.

Template Mapping

INCIDENT	*FUNCTIONALITY*	*NOTES*
2772	IA-PC > Date Worker Assigned field	The 'Date Worker Assigned' field on the IA-PC has been modified to pre-fill with the original worker's assignment date even if the assignment for that worker has been closed.
2816	Adoption Case Plan	When a worker creates a new adoption case plan, making the existing adoption case plan historic, the worker's name field will populate with the worker that is creating the new adoption case plan (it was prefilling with the worker's name that created the original adoption case plan)
2879	Assessed family name only pre-fills with last name	The first and last name will now populate on the Family Strengths and Needs Assessment template and the Family Assessment of Future Abuse/Neglect.
2880	Modified Initial Assessment - Primary Caregiver	The first and last name will now populate on the Family Strengths and Needs Assessment template and the Family Assessment of Future Abuse/Neglect.
2881	Modified Initial Assessment - Primary Caregiver	The Assessed Family Name now prefills with the first and last name.
2928	Letters do not pre-fill correctly	The letters off of the License window were modified to pre-fill the worker's telephone number. The Revocation Letter was modified to pre-fill with the primary worker's name vs. the name of the worker accessing the template.
2970	Perm plan-- and Other Provider info not updating	If after you make a perm plan ongoing, and you change provider information, when you make the ongoing historic the new provider information will be included in the new perm plan.
3008	Med/Ed records should not copy over to a new pp	The Medical and Mental Health information will only copy over if it is applicable to the new perm plan. Let's say you have two children and you have Medical and Mental Health information on the first child when you create the perm plan. You then decide to do a perm plan on the second child by copying over the perm plan from the first child, the first child's medical and mental health will not copy over.

3011	Name of New Placement copies over in PP	The Placement information will only copy over if it is applicable to the new perm plan. Let's say you have two children and you have the first child in an out-of-home placement when you create the perm plan. You then decide to do a perm plan on the second child by copying over the perm plan from the first child, the first child's placement information will not copy over.
3039	Perm Plan template	The Perm Plan template will now display exactly what is in the description field on the ASFA Review tab -> Barriers to TPR/Adoptions section.
3048	Court report-not consistently prefilling child info	The child and mother / father information was not consistently prefilling on the court report. This occurred when there was no address information on either the mother or the father. The address requirement has been removed so now the information will prefill on the template if there is a missing address.
3071	PS Report - PB RTF	The Supervisor field on the PS Report template pre-fills with the Supervisor who screened in the PS Report.
3100	Report of Adoption - Sec III > Birth Parent's Data	In Section III of the Report of Adoption (HCF 5022), the Mother's Maiden Name pre-fills with the Mother's Name unless there is a Maiden Name entered in their Person Management record.
3277	Confidential Info Release Authorization	The 'Confidential Information Release Authorization - MM' template has been updated to be a Statewide template.